

**APPROVED MINUTES
JUDICIAL INFORMATION SYSTEM COMMITTEE
BUSINESS MEETING**

**October 27, 2006, 10:30 a.m. to 12:00 p.m.
AOC SeaTac Facility, SeaTac, WA**

Members Present:

Justice Bobbe Bridge, Chair
Judge C. Kenneth Grosse, Vice Chair
Ms. Cathleen M. Grindle
Judge Glenna Hall
Judge James R. Heller
Mr. William Holmes
Mr. N. F. Jackson (via telephone)
Mr. Richard Johnson
Ms. Janet McLane
Judge Clifford L. Stilz
Ms. Yolande Williams
Ms. Siri Woods
Judge Thomas Wynne

Members Absent:

Mr. Gregory Banks
Chief Robert Berg
Mr. Marc Lampson
Judge Michael Trickey

Staff Present:

Mr. Brian Backus
Mr. Tim Bates
Mr. John Bell
Ms. Suzanne Hellman
Mr. Ramsey Radwan
Mr. Butch Stussy

Guests Present:

Mr. Bruce Eklund, Snohomish County Superior Court
Mr. Richard Flowerree, Gartner Consulting
Ms. Barb Miner, King County Clerk
Mr. Rowland Thompson, Allied Daily Newspapers
Judge Mary Yu, King County Superior Court

CALL TO ORDER

The meeting was called to order at 10:40 a.m. Introductions were made. Mr. N. F. Jackson joined the meeting by conference call.

Motion: The August 25, 2006 meeting minutes were approved as written.

UPDATES

Executive Committee

Justice Bridge reported the JIS Executive Committee met via conference call September 20 and October 23, 2006, to discuss the proposed Roadmap project budget and alternative funding strategies, including the use of Certificates of Participation. Justice Bridge stressed the project budget is a work in progress and is currently at approximately \$52 million over the 2007-2009 and 2009-2011 biennia. Justice Bridge indicated the Executive Committee will be meeting again Tuesday, October 31, to finalize the budget request.

Mr. Radwan explained the Certificate of Participation (COP) project funding approach:

- Increase the JIS Assessment and use COP financing. This option assumes the JIS Assessment would be raised to \$17, which will generate approximately \$7 million during the 2007-2009 biennium. The remainder of the funding,

approximately \$9.6 million, would be derived through the sale of Certificates of Participation. This option assumes state General Fund support to the project during the 2009-2011 biennium.

- While not the preferred option, this option is believed to be the most viable option available. This option places the burden solely on the Judicial Branch during the 2007-2009 biennium. It also sends a message to the Legislature that the Judicial Branch is confident the project will be completed successfully.
- Increased revenues resulting from the JIS fee increase will cover the 2007-2009 COP payment. However, additional funding (state General Fund) will be needed in the 2009-2011 biennium because JIS revenue, including the JIS fee increase, will be insufficient to cover the full cost of the Roadmap project. Funding in the 2009-2011 biennium will be used to implement courts on the new case management system. A vendor will have already been selected, proof of implementation will have been completed, and a significant number of courts will have already been implemented.
- The COP payback will be over a four year period, and will not require legislative approval.

PROPOSED AMENDMENTS TO GR 30 - ELECTRONIC FILING

Judge Yu thanked the Committee for the opportunity to chair the work group and thanked John Bell for his assistance and hard work.

Judge Yu explained that the current GR 30 actually prohibits electronic filing because the rule does not differentiate between the filer and the signer. The work group invited attorneys to share their experiences with electronic filing and heard from practitioners who have utilized the federal system. The work group tried to model the modifications after the federal system because attorneys and other practitioners have experienced how it works. The person who has the password is the one who is authorized to permit someone to file on their behalf without being in violation of the rule.

Judge Yu explained that the changes to GR 30 included renumbering most of the rule to conform to other General Rule numbering standards. One of the major recommendations from the work group is that local courts be authorized to mandate electronic filing by attorneys with the provision that exceptions may need to be made on a showing of good cause; electronic filing should not serve as a barrier to access. Another recommendation of the work group is that local courts be authorized to provide user identifiers (IDs) and passwords rather than requiring everyone to apply to the Administrative Office of the Courts (AOC). An entire new section was added regarding how and what type of signatures would be acceptable on electronic documents. Judge Yu indicated the work group was unanimous in its decision to accept the suggested changes to GR 30.

N. F. Jackson expressed concerns over local courts issuing user IDs and passwords indicating that there should be a standard set up across the state. Mr. Jackson also noted the proposed changes do not address official documents.

Siri Woods asked if an image of a signature would comply with the rule rather than using the digital signature mentioned in the rule. Judge Yu responded that an image of a signature would comply with the new rule.

Justice Bridge noted that the Committee would be asked to vote on the proposed rule at the December 8 meeting.

JIS ROADMAP QUALITY ASSURANCE REPORT – GARTNER CONSULTING

Richard Flowerree, Vice President, Gartner Consulting, began his JIS Roadmap project quality assurance report by noting the overall risk level for the project remains "medium." However, Mr. Flowerree indicated although progress is being made, the risk has increased within the medium range during the assessment period.

Mr. Flowerree's report focused on Core Case Management, Data Exchange/Reporting and Information Access, Governance and Communications, and Organization and Staffing. According to Mr. Flowerree, there are three key areas which need to be addressed to prevent the project from moving to a high risk rating:

- All parties need to work together as a team to ensure the project's success.
- The AOC should address its organizational and staffing issues as soon as possible to avoid adversely impacting the project.
- The JISC Executive Committee needs to develop contingency and risk mitigation plans prior to budget submittal to identify, assess, and structure the Core Case Management System deployment options.

In response to a question asking why the Data Exchange project was rated "red," Tim Bates explained that as work progressed on this project, it became apparent that there is no automated data quality control capability envisioned in the current approach. Lack of automated data quality control is a significant obstacle to moving forward with data exchange projects and case management system implementation.

Mr. Bates further indicated the "build" for data exchange is on hold, but the use case writing effort continues and is expected to be completed within 30 to 60 days. Though the Quality Control Work Group is in place, it would be premature to move forward with the projects until the tools to be used are selected.

The Enterprise Service Bus (ESB) has been acquired, and an assessment is underway to determine whether or not the ESB can handle the projects. If the ESB cannot handle the projects, then use of the ESB should be adjusted accordingly.

Mr. Flowerree summarized his findings and recommendations:

1. The JISC, steering committees, and the AOC need to schedule time to explore ways to enhance the governance process.
 - Streamline the governance process:
 - √ Combine committees where appropriate, and
 - √ Eliminate redundant or overlapping efforts.
 - Focus steering committee activities on project approval and oversight, not on managing the projects.
 - Develop a mechanism for the various steering committees to meet and share results and expectations as a way to enhance "cross functional" information flow.

- Define mechanisms that enhance the current governance process in order to more effectively deal with the complexities of project issues by expanding the frequency of meetings and enhancing the results from the time spent dealing with various governance issues.
2. The JISC and the AOC should explore and define program options if the AOC staffing efforts do not meet expectations.

In response to this recommendation, Mr. Bates reported the following:

- The ISD Deputy Director for the AOC starts November 1, 2006;
- A contract has been awarded for enterprise architect services with specified deliverables due within 90 days;
- A comprehensive JIS Roadmap project plan now exists;
- All ISD projects have project plans and, by policy, no new projects will be initiated until a business case and project plan have been approved; and
- ISD managers have completed an intensive three-day project management training class.

Mr. Bates indicated critical positions remain unfilled, and efforts to fill them within the next 45 to 90 days is a high priority.

Judge Grosse noted the importance of filling critical positions and indicated the Executive Committee will continue to monitor progress in this area. Judge Grosse also indicated the Executive Committee will be considering ways to streamline the governance process insofar as the steering committees are concerned with an intent to make recommendations to the JISC at some future date.

N. F. Jackson requested that, when the steering committees are consolidated or reorganized, the JISC receive an overview of the steering committee charters that describes each committee's responsibilities and how the committees relate to each other.

COMMITTEE REPORTS

Core Case Management System Steering Committee

Cathy Grindle reported that the state visits to Minnesota and Nevada were very enlightening. Mr. Bates has reports from each of the visits for anyone who is interested.

The Steering Committee hosted five focus groups throughout the state, and the reception of the court staff has been positive. The feedback is that everyone is very excited, is talking about it, and thinks it's really going to happen this time.

Ms. Grindle further reported that the IT survey has been completed, and results should be available around the end of the month. Thirty of the 39 counties responded to the survey.

Consolidation of requirements will begin November 13. The team consists of clerks from all court levels. Ms. Grindle indicated that they're really a dynamic group.

The Steering Committee is recommending to the JISC that juvenile court requirements be included in the RFP because JCS does not have the required functionality for detention and probation. A document prepared by William Holmes, Kittitas County Juvenile Court Administrator, is included in the meeting packet explaining the request in more detail.

Motion: It was moved and seconded that juvenile court requirements, including probation and detention, be included in the core case management RFP. After further discussion, the motion was amended to include adult probation in the requirements as well.

Motion: After much discussion, it was moved, seconded, and unanimously approved to table the previous motion due to concerns that including juvenile and adult probation would delay the timeline in the RFP. Judge Grosse indicated the JISC Executive Committee would discuss the issue and make a recommendation to the full Committee.

BUSINESS PROCESS ENGINEERING

Mr. Bates requested Committee members read the discussion paper on Business Processing Engineering included in the meeting packet. Mr. Bates stated it is for discussion purposes at this time, and members should contact him if there are any questions.

OTHER BUSINESS

There being no other business, the meeting adjourned at 12:00 p.m.